



# Town of Johnstown

## MEMORANDUM

---

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: November 2, 2020

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

---

Upcoming Town Council Work Sessions – If there are topics that the Council would like staff to schedule for discussion, please let me know. The following topics are recommended for Council discussion (all meetings will be held in the Town Council Chambers unless otherwise indicated):

- 11/09/2020 – Work Session
  - 11/16/2020 – Regular Town Council Meeting
  - 12/07/2020 – Regular Town Council Meeting
  - 12/21/2020 – Regular Town Council Meeting
- 

### **Administration, Finance, & Planning**

- *Caselle Training* – Last week the Caselle conference was held virtually, allowing our staff to attend valuable trainings without having to be out the office. Several sessions were attended.
- *New Town Website* – The new TownofJohnstown.com website (soon to be johnstownco.gov) will be launching on November 16. The new website will provide residents with easier to access information both on desktop and mobile, as well as greater security, and will provide the Town more opportunity to develop online services in the future.
- *Johnstownco.gov Domain* – johnstownco.gov domain has been purchased by the Town and the Communications Office plans on having Town emails and website connected to the new domain by the end of the year. The new domain will allow the Town to be more

The Community That Cares

[www.TownofJohnstown.com](http://www.TownofJohnstown.com)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

recognizable as official government information. There is an upcoming social media plan regarding “Why .GOV?” to come prior to the switch.

- *Liquor Licenses* – Mod Pizza, J & M Post Veterans Club and Lux Nailbar renewal licenses have been submitted to the State for approval.
- *Comprehensive Plan* – Staff is gearing up to provide a Discussion Draft of the Comp Plan for public review in mid-November, with a series of dates to include a public Open House, Final Draft release, and Public Hearings in December and January.
- *Planning & Zoning Commission* – The commission currently has two openings from recent resignations. Staff will be promoting this opportunity to participate in helping Johnstown make decisions and recommendations to Council on future development and growth. Please forward any interested parties to the Town website for an application.
- *Floodplain Management Training* – The Planning Director attended a remote “Floodplain 101” training taught by floodplain managers, the Colorado Water Conservation Board, and FEMA, as an element required to ultimately test for the Certified Floodplain Manager (CFM®) designation.
- *Johnstown Housing Authority* – Town Staff and JHA staff met to discuss the possible loan for the JHA mortgage on the property. After meeting with USDA on the terms of the current note, JHA will be meeting as a Board in November and will consider a final decision regarding their future direction and if or not that includes a loan from the Town.
- *Economic Development Coordinator* – Interviews were conducted last week for the position. We hope to make a decision soon.
- *November 9 Work Session* – A work session is planned for November 9. The topics will include an overview Chapter 13, Chapter 2, and possibly the cemetery ordinance in Chapter 11. These sections of the Johnstown Municipal Code have all been rewritten to meet the current conditions and time. Also discussed will be the Town Fee Schedule and the benefits of this format which includes transparency and accessibility for all.

## **Police Department**

### ***Training***

- *Field Training Program* – Officers’ Wild and Morgan completed their 16 weeks of Field Training and have been released for solo patrol.

## **Public Works Department**

### ***Streets, Stormwater, & Parks***

- *Cemetery* – The concrete pad that was poured by the contractor was done incorrectly. It has since been repoured. The columbarium will be reset on October 30 and the landscaping will be completed. We are discussing a brick sidewalk that will allow residents to purchase a brick to be engraved with their family name. from brick sale will support maintenance and care of the Cemetery.
- *Snow* – Winter came early with a large snow storm Sunday, October 25 with Johnstown receiving 6-8 inches of snow. Road crews began plowing snow Sunday morning with plow operations going well into the day on Monday, October 26.

*The Community That Cares*

[www.TownofJohnstown.com](http://www.TownofJohnstown.com)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

- *Hydrant Flushing* - Crews managed to flush hydrants along the western side of Town from the Corbet Glen subdivision to Gateway Center. Clearview was started, but with the early snow, operations have ceased for the year. The remaining hydrants will be completed in Spring 2021. Approximately 747,510 gallons were flushed. A number of fire hydrants were found not operational and crews will be concentrating on getting them repaired ASAP.
- *Parks* – Final mowing and cleanup of parks will continue once all snow has melted. Disinfecting of playgrounds, benches, and tables will continue into the winter. Replacement of the trickle channel in Aragon Park has been postponed due to the snow. We are hoping to pour the east side of channel before frost enters the ground.
- *Streets* – Grading of County Roads 42, 44, 46, 3 and 20C were completed. Final striping of River Ranch Parkway was completed which ends the slurry and striping contract for the year. A new ADA ramp was installed with signs at Parish and Herrera. This last ramp satisfies pedestrian needs on both east and west side of Parish. To date, staff have replaced 126 street signs this year. New signs are all highly reflective for better night visibility.
- *Lone tree* – Pump replacement at the Lone Tree Pump Station continues. The project is expected to be completed the week of November 2.
- *Water Flows* – Thankfully, our daily flows have dropped considerably. We are averaging 1.8 million gallons per day. This is a large difference from 3 weeks ago, when we were averaging 3 to 4 million gallons per day.
- *Police Generator* – The new generator was installed at the Police Department. This generator replaces the one that caught fire in late summer.
- *Low Point Expansion* – Staff met with Aqua Engineering on the October 23 to discuss treatment options for the expansion of Low Point WWTP. They proposed three options; 1. Expanding our Current SBR (Sequencing Batch Reactor), 2. An MBR (Membrane Bio-Reactor) 3. An aerated granular sludge treatment. Staff is leaning towards an MBR as it will give the Town the best effluent quality and prepares us for future regulation upgrades. We are hoping to make a final decision soon.
- *Sewer Pipeline Project* – The CMaR project design is about 90% complete with documentation for State approval being sent out for review shortly. We are scheduled to present to NFRWQPA in December to hopefully receive their approval. Construction for the gravity portion of the line should begin in early 2021 with the force main and lift stations starting in early spring after CDPHE approval.
- *Water Tower Project* – Staff along with contractor J-U-B is close to a final alignment for the new water tower project. We will be meeting with the property owner to get easements needed for new alignment.

*The Community That Cares*

[www.TownofJohnstown.com](http://www.TownofJohnstown.com)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141